

Preparation of papers for the 2002 CEIDP

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Abstract: Papers must include an abstract. The abstract should not be more than 200 words in length, and should appear at the top of the first column of text. Begin the abstract with the paragraph heading "Abstract:" in 10 pt bold font. The balance of the abstract should be in normal 10 pt font. The text in the abstract should be justified. The abstract should be contained within a single paragraph. Do not indent the abstract. Do not cite references in the abstract. Avoid using abbreviations in the abstract. If abbreviations must be used, the full meaning of the abbreviation should be provided in the abstract.

Introduction

These instructions provide guidelines for preparing papers for publication in the *2002 Annual Report Conference on Electrical Insulation and Dielectric Phenomena*. Please carefully follow these instructions to ensure legibility of your paper and uniformity of the *Annual Report*.

Please note that these instructions conform to the formatting guidelines for publication in the *Annual Report* and that the printed version of these instructions may be used as a guide

The official language of the CEIDP is English: all papers must be submitted in English. Good use of the English language is encouraged, see for example [1] for guidelines on style.

Electronic files: Papers are to be submitted in electronic format. The electronic version of your paper will be accepted on the Conference web site, <http://www.eeel.nist.gov/ceidp>, starting in May 15, 2002. Electronic files must be submitted in PDF format.

Assistance in converting your paper to PDF format is available at:

<http://www.omnibooksonline.com/pdfsupport> or

<https://createpdf.adobe.com/index.pl/1000496294.12596?BP=IE>

Templates for the some popular word processing programs are provided on the Conference web site.

Instructions for Microsoft Word: When you open this document, select "Page Layout" from the "View" menu (View | Print Layout), this allows you to see the paper in two column format. You may modify this file by using cut and paste (Edit | Paste), or by using the markup styles. To use the builtin styles, highlight a section that you want to designate with a certain style, then select the appropriate name on the "Style" menu. The "Style" menu is located in the "Format" menu (Format | Style). The style at this point in the document is "Body Text", for example.

Instructions for Word Perfect: When you open this document, select "Page Layout" from the "View" menu (View | Print Layout), this allows you to see the paper in two column format. You may modify this file by using cut and paste (Edit | Paste), or by using the markup styles. To use the builtin styles, highlight a section that you want to designate with a certain style, then select the appropriate name on the "Style" menu. The "Style" menu is located in the "Format" menu (Format | Style). The style at this point in the document is "Body Text", for example.

Instructions for LaTeX: You will need to obtain two file from the web site: `ceidp.tex`. The class file `ceidp.cls` is adapted from article class and the `ceidp` class supplants all article commands.

Page Layout

The body of the paper must be in two-column format. Text appearing in the body should be in 10 pt font. Text should be justified and single spaced. Hyphenation should be used.

Page layout dimensions are summarized in Table 1. The dimensions provided in the table are for 8.5 in by 11 in paper; and this printer option should be selected when preparing your paper. Please note that the nomenclature may differ somewhat between word processor programs. These instructions conform with the publication guidelines and the format of this document may be used as a guide when preparing your paper.

Table 1: Dimensions for two column page layout.

Dimension	mm	in	pts
Left margin	25.4	1	72
Text width	165	6.5	468
Right margin	25.4	1	72
Top margin	26.8	1.05	76
Text height	222	8.72	628
Bottom margin	31	1.22	88
Column width	79	3.13	225
Column separation	6.4	0.25	18
Paragraph indentation	6.4	0.25	18

Font selection

The Times New Roman font or the equivalent should be used for all text in the body of the paper. The Helvetica font should be used for text appearing within figures.

Title and author

The following style guidelines apply to the appearance of the title of the paper and to the authors:

Title: The title of the paper should be centered at the top of the first page. The title should appear in 12 pt bold font. Capitalize only the first letter of the first word of the title, the first letter of proper names, and chemical and mathematical symbols.

Author: The list of authors must be centered at the top of the page directly beneath the title. The authors should appear in a normal 10 pt font.

An author's name should include the first and middle initials followed by the surname. The name provided on the paper will be used to create the author index in the *Annual Report*. Please be consistent. If an author is submitting more than one paper, use the same name on each paper. For example, do not submit one paper as D. Budny, another as D. D. Budny, and yet another as D. Budny jr.

The author's affiliation must be provided at the top of the page. Each separate affiliation should begin a new line. The affiliation should be centered directly beneath the list of authors. The affiliation should include the name of a college, university, company, or institution; and the city, state, and country of location, as appropriate. The name of the affiliation should be given in full and should not be abbreviated. If an author holds multiple affiliations, please include only a single primary affiliation at the top of the first page.

Full address information for each author such as email; department or college; university; city, state, and zip may optionally be listed at the end of the paper.



Figure 1: An example figure. The preferred placement of figures and tables is at the top or bottom of the column. Figures and tables should be centered in the column. If two column figures or tables are required, they should be centered at the top of the page.

Spacing: Extra vertical space should be inserted between the title and author and between the author and the body of the paper.

Paper organization

The paper should be organized into appropriate sections, such as, introduction, results, discussion, etc. The paper may be further divided in sub-sections and paragraphs, as appropriate. Sectional headings should not be numbered.

The first paragraph of each section should not be indented. All other paragraphs within a section should be indented. Extra vertical space should not be included between paragraphs within a section.

The following font and alignment instructions are suggested:

Section heading: Section headings should be in 11 pt bold font. Section headings should aligned left. Extra vertical space should be inserted above and below section headings. The heading "Page Layout" on page one of this document is an example of a section heading.

Sub-section heading: Sub-section headings should be in 10 pt bold font. Extra vertical space should be inserted above and below sub-sectional headings. The heading "Font selection" on page one of this document is an example of a sub-section heading.

Paragraph: Paragraph headings should be in 10 pt bold font and should be set within the text. Extra vertical space should be inserted above and below a paragraph. The heading "Title:" on page one of this document is an example of a paragraph heading.

Figures, tables, and equations

Figures and tables should be placed within the column, if possible. Two column presentation may be used, however, if required for reasons of legibility. Figures and tables should be centered in the column or on the page. The preferred placement of figures is at the top or bottom of the page. Avoid placing figures and tables before their first mention in the text. Do not put figures or tables after the list references.

Figures and tables should contain a brief caption. Captions should appear in 8 pt font. Figure captions should be centered below the figure. Table captions should be centered above the table. Refer to Table 1 and Figure 1 for examples of table and figure formatting. Additional vertical space should be included between figures and tables and text.

Equation (1) is provided as an example of the proper placement of equations,

$$2jk \frac{\partial u}{\partial z} = \frac{\partial^2 u}{\partial x^2} + k^2 u. \quad (1)$$

Equations should be numbered with the number appearing in parenthesis to the right of the equation. Equations should be referred to within the body of the paper as "(1)" not as "Eq. (1)" or "Equation (1)", except at the beginning of a sentence: "Equation (1) is...".

Footnotes

The use of footnotes in papers submitted for publication in the *Annual Report* is deprecated. If a footnote must be used, the footnote text should appear in 8 pt font. The footnote should be justified. There should be no additional vertical space between footnotes.

Copyright Form

An IEEE copyright form must be submitted for each paper. The copyright form may be obtained at <http://www.ieee.org> by selecting the "Copyright" link located at the bottom of the page. Submit your signed copyright form to: IEEE CEIDP, c/o Omnipress, 2002 IEEE CEIDP = [Paper ID Number], 2600 Anderson Street, Madison, WI 53704, USA.. Please include your assigned Paper ID Number in the address as indicated.

Citations

Bibliographic citations given in the body of the paper should be included within square brackets. Do not footnote references. Refer to bibliographic entries by number, for example, [3] or [5–8]. Do not use "Ref. [3]"

or "reference [3]". If a reference appears at the beginning of a sentence, begin the sentence with "Reference [3] ...", for example.

The references should be listed in a separate section at the end of the paper. References should be ordered by their first use in the body of the paper. Each bibliographic entry may include up to five authors. Authors names in excess of five may be replaced by "*et al.*" The examples given in this document include bibliographic entries for a book [1], a journal article [2], and a conference report [3].

References

- [1] W. Strunk, Jr. and E. B. White, *The Elements of Style*, New York, NY, USA: The Macmillan Company, 1959.
- [2] K. S. Cole and R. H. Cole, "Dispersion and absorption in dielectrics I. Alternating current characteristics," *J. Chem. Phys.*, vol. 9, pp.~341–351, Apr. 1941.
- [3] E. Detyna, "Perfect inviscid fluids and gauge theory," in *Mathematical Methods in Hydrodynamics and Integrability in Dynamical Systems*, no. 88 in AIP Conference Proceedings, (New York), pp. 99–107, American Institute of Physics, 1982.

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